

EDUCATIONAL VISIT BOOKING FORM

Please read all the guidance notes first and then complete all sections of the form in BLOCK CAPITALS. Post the original form with the requested fee to SHAH JAHAN MOSQUE at the below address. The charge for the visit for 2008 is £25 for each visit.

NAME AND ADDRESS OF EDUCATIONAL ESTABLISHMENT	GROUP LEADER
Name:	Name:
Address:	Position:
Town:	Daytime Tel.:
County:	Fax:
Postcode:	E-mail:
Country (if not UK):	Mobile Tel. (for emergency):

VISIT INFORMATION	EDUCATIONAL LEVEL	SUBJECT AREAS
Visit Date	Foundation <input type="checkbox"/> Key stage 1 (5-7 years) <input type="checkbox"/> Key stage 2 (8-11 years) <input type="checkbox"/> Key stage 3 (12-14 years) <input type="checkbox"/> Key stage 4 (15-16 years) <input type="checkbox"/> 16-18 yrs (schools/college) <input type="checkbox"/> Further Education <input type="checkbox"/> Higher Education <input type="checkbox"/> Adult/ Cont. Education <input type="checkbox"/> Other (please specify) <input type="checkbox"/>	Please indicate what your visit aims to cover in preparation on-site and follow up work Religion <input type="checkbox"/> History <input type="checkbox"/> Art <input type="checkbox"/> Heritage/Tourism <input type="checkbox"/> Other (please specify) <input type="checkbox"/> <div style="border: 1px solid black; height: 40px; width: 100%;"></div>
Alternative Dates		
Pupil/Student Numbers:		
Adult Numbers:		
Start Time:		
Finish Time:		

I accept Shah Jahan Mosque's Conditions set out in the admission policy:

SIGNATURE OF GROUP LEADER: DATE:



ADMISSIONS POLICY

Visits to Shah Jahan Mosque must be booked in advance. 60 days notice is preferable.

The teacher or leader in charge of the group must complete and sign the form. We cannot accept forms completed by coach or tour operators, guides or other third parties offering their services.

We may ask you to supply proof of status and of the educational work that you will be doing on site.

All visitors must comply with the dress code and etiquette for visiting the Shah Jahan mosque.

How to make a booking

Please complete all sections of the form in BLOCK CAPITALS. You may photocopy the form if you are making more than one booking.

Please photocopy the form and retain for reference with these guidelines. Post the completed form with requested admission fee at least 60 days before you wish to visit.

At busier times (during Ramadan & Fridays) we recommend that you enquire about available times and dates before sending in your form. We can tell you whether the date and time you want is free at the time of your call, but please note that a fully completed form with the requested admission fee must be sent before any booking can be confirmed.

It is extremely important that your group arrives on time for the sake of other visitors and staff. If you are unavoidably delayed please contact Shah Jahan Mosque immediately. In case of emergency it is possible that the Mosque may have to close at short notice for public safety.

Additional Information

For details information on opening hours, location, access and facilities please contact us or visit our web-site at www.shahjahanmosque.org.uk. If you have specific needs for members of your group please check this when making your booking. The mosque has parking space for cars and coaches should you wish to use these.

RISK ASSESSMENTS AND HEALTH AND SAFETY

Please remember that you are responsible for doing your own risk assessment. If you make a preparatory visit our staff or committee member will advise you of any important points to look out for. Please do not ask our staff or any committee member to check or sign any sections of your risk assessment form as they do not have any responsibility to do so.

Shah Jahan Mosque carries £1 million Third Party Liability (PLI) cover for the risks associated with visitors to our site.

We require you to have at least one adult to every six children in a group containing pupils of school years one to three. The ratio must be at least 1 to 10 for four to sixteen years.

Group leaders must take responsibility for their group and supervise their pupils or students during the visit. Remember that whilst every effort has been made by Shah Jahan Mosque to protect visitors from unsuspected hazards it is not possible to make an historic property as safe as a modern building. Teachers must stress this to pupils or students before the visit, and must ensure that they are closely supervised at all times while on site. As part of risk assessment, group leaders should check with their Local Education Authority or employer about their own insurance and health and safety requirements.

Where to send the booking form & payment:

Shah Jahan Mosque

Secretary
149 Oriental Road
Woking
Surrey
GU22 7BA

All payments must be made through cheques payable to: "SHAH JAHAN MOSQUE". No cash payment is accepted.

Dress Code and Etiquette for visiting the Shah Jahan Mosque

Modesty, cleanliness and purity are the basic tenets on which one's appearance are based for presenting oneself before Allah. Based on these the following aspects need to be kept in mind while visiting the Shah Jahan Mosque, be it for prayer or for simple observation or for lessons.

1. All parts of the arms and legs should be modestly covered.
2. It is not permissible to wear only singlets, vests or shorts when visiting the mosque.
3. Women and girls should wear modest length skirts or trousers.
4. When entering the mosque chambers or halls, women should cover their hair and head with a scarf.
5. All would need to take their shoes off when entering the prayer halls or chambers.
6. Please speak softly whilst inside the mosque chambers or prayer halls.
7. When seated or standing within the mosque chambers or prayer halls, please maintain a deferential posture.
8. If there are copies of the Quran in Arabic, do not touch them without *Wudu* or ablution.
9. At any time you should not have on your possession any alcoholic beverage or food containing pork or pork-related substance.
10. Dogs are strictly not allowed within the precincts of the mosque.
11. Definitely switch off your mobile phones, beepers, pagers or any other such device which would cause distraction.

Remember that at all times, while one is in the presence of Allah in the mosque, one should behave respectfully.